

2005 South Dakota Health Care Professional Workforce Survey
State of South Dakota, Department of Health

Please return to:
South Dakota Department of Health
Office of Data, Statistics, & Vital Records
600 East Capitol Avenue
Pierre, South Dakota 57501
Phone: 605-773-3361 Fax: 605-773-5683

Please return by: **April 25, 2005**

Name of Facility: _____
 Address of Facility: _____ City: _____
 County: _____ Zip: _____ Telephone No.: _____

Staffing

Report full-time and part-time staffing who are currently on the facility payroll and/or contracted.

Assisted Living Centers	Current Total Budgeted Positions as of Jan 31 st , 2005		Current Total Budgeted Vacancies as of Jan 31 st , 2005		Turn Over* For Fiscal Year 2004	
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Certified Nursing Assistant						
Dietitian						
Licensed Practical Nurse						
Nursing Assistant						
R.N. (Associate Degree)						
R.N. (Bachelor's Degree)						
R.N. (Diploma)						
R.N. (Master's Degree)						

*Turnover Numbers: Is the number of employees who left your facility during the fiscal year 2004. It does not include the number of employees who were promoted or transferred within your facility.

How many hours a week determines a full time staff position? _____

In the last 12 months have you had hard-to-fill vacancies at this site? **Hard-to-Fill Vacancies:** Recruitment difficulties experienced, due to a number of reasons e.g. lack of applicants, applicants lack the qualifications, competition, undesirable hours, etc.

- ☐ Yes (**Please check all occupations that apply (below) AND continue with the rest of the survey**)
☐ No (**Please precede to the end of the survey, you are finished**)

- | | |
|--|---|
| <input type="checkbox"/> Certified Nursing Assistant | <input type="checkbox"/> R.N. (Bachelor's Degree) |
| <input type="checkbox"/> Dietitian | <input type="checkbox"/> R.N. (Diploma) |
| <input type="checkbox"/> License Practical Nurse | <input type="checkbox"/> R.N. (Master's Degree) |
| <input type="checkbox"/> Nursing Assistant | <input type="checkbox"/> None of the above |
| <input type="checkbox"/> R.N. (Associate Degree) | |

What are the causes of your hard-to-fill vacancies? Please check all that apply.

- ____ Applicants lack the qualifications we want
- ____ Lack of applicants
- ____ Company/Industry doesn't pay enough
- ____ Job entails shift work of undesirable hours
- ____ Too much competition from other employers
- ____ People with required skills don't want to relocate to this area
- ____ Lack of resources to carry out effective recruitment
- ____ Other (specify) _____
- ____ Nothing
- ____ Not applicable

OVER

What impact, if any, have hard-to-fill vacancies and employee turnover had on your institution? Please check all that apply.

- a. ☐ Reduced continuity of care
- b. ☐ Reduced staff to patient ratio
- c. ☐ Difficulty meeting safety or health standards
- d. ☐ Reduction in services because of increased costs or lack of staff
- e. ☐ Increased training costs
- f. ☐ Increased hiring or recruitment costs
- g. ☐ Inability to fulfill paperwork requirements
- h. ☐ Burnout of existing staff
- i. ☐ Inability to terminate undesirable or marginal staff
- j. ☐ Lower qualification of new employees
- k. ☐ Administrative staff working direct care
- l. ☐ Reduced training for new employees
- m. ☐ Other (specify) _____
- n. ☐ Nothing
- o. ☐ Not applicable

What measures, if any, have you taken to tackle the problem of hard-to-fill vacancies? Please check all that apply.

- a. ☐ Offered higher pay
- b. ☐ Offered better benefits (health insurance, pension, holidays, time off)
- c. ☐ Offered signing bonuses
- d. ☐ Increased recruitment efforts (locally and different geographical areas)
- e. ☐ Increased Public Relations
- f. ☐ Increased training and development within workforce
- g. ☐ Changed work practices (flexible hours, work from home)
- h. ☐ Provided childcare support
- i. ☐ Highlighted problem to local providers (eg.TEC's, colleges, training bodies)
- j. ☐ Recruited people from other organizations
- k. ☐ Other (specify) _____
- l. ☐ Nothing
- m. ☐ Not applicable

Thank you for you cooperation in completing this survey. If there are any questions about your responses to this survey who should be contacted?

Name (please print) Title (_____) Telephone Number
(Area Code)

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Name of Facility: _____
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 County: _____ Zip: _____ Telephone No.: _____

Staffing

Report full-time and part-time staffing who are currently on the facility payroll and/or contracted.

Certified End-Stage Renal Disease Facility	Current Total Budgeted Positions as of Jan 31 st 2005		Current total Budgeted Vacancies as of Jan 31 st 2005		Turn Over* For Fiscal Year 2004	
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Dietitian						
Licensed Practical Nurse						
Medical Technician						
Nephrologist						
Pharmacist						
Pharmacist Technician						
Physician						
Physical Therapist						
Physical Therapist Assistant						
Psychologist						
Psychiatrist						
R.N. (Associate Degree)						
R.N. (Bachelor's Degree)						
R.N. (Master's Degree)						
Social Worker						

*Turnover Numbers: Is the number of employees who left your facility during the fiscal year 2004. It does not include the number of employees who were promoted or transferred within your facility.

How many hours a week determines a full time staff position? _____

OVER

In the last 12 months, have you had hard-to-fill vacancies at this site? **Hard-to-Fill Vacancies:** Recruitment difficulties experienced, due to a number of reasons e.g. lack of applicants, applicants lack the qualifications, competition, undesirable hours, etc.

- ☐ Yes (**Please check all occupations that apply (below) AND continue with the rest of the survey**)
☐ No (**Please precede to the contact information at the end of the survey to submit**)

- | | | |
|---|---|---|
| <input type="checkbox"/> Dietitian | <input type="checkbox"/> Physician | <input type="checkbox"/> R.N. (Associate Degree) |
| <input type="checkbox"/> Licensed Practical Nurse | <input type="checkbox"/> Physical Therapist | <input type="checkbox"/> R.N. (Bachelor's Degree) |
| <input type="checkbox"/> Medical Technician | <input type="checkbox"/> Physical Therapist Assistant | <input type="checkbox"/> R.N. (Master's Degree) |
| <input type="checkbox"/> Nephrologist | <input type="checkbox"/> Psychologist | <input type="checkbox"/> Social Worker |
| <input type="checkbox"/> Pharmacist | <input type="checkbox"/> Psychiatrist | <input type="checkbox"/> None of the above |
| <input type="checkbox"/> Pharmacist Technician | | |

What are the causes of your hard-to-fill vacancies? Please check all that apply.

- a. ☐ Applicants lack the qualifications we want
- b. ☐ Lack of applicants
- c. ☐ Company/Industry doesn't pay enough
- d. ☐ Job entails shift work of undesirable hours
- e. ☐ Too much competition from other employers
- f. ☐ People with required skills don't want to relocate to this area
- g. ☐ Lack of resources to carry out effective recruitment
- h. ☐ Other (specify) _____
- i. ☐ Nothing
- j. ☐ Not applicable

What impact, if any, have hard-to-fill vacancies and employee turnover had on your facility? Please check all that apply.

- a. ☐ Reduced continuity of care
- b. ☐ Reduced staff to patient ratio
- c. ☐ Difficulty meeting safety or health standards
- d. ☐ Reduction in services because of increased costs or lack of staff
- e. ☐ Increased training costs
- f. ☐ Increased hiring or recruitment costs
- g. ☐ Inability to fulfill paperwork requirements
- h. ☐ Burnout of existing staff
- i. ☐ Inability to terminate undesirable or marginal staff
- j. ☐ Lower qualification of new employees
- k. ☐ Administrative staff working direct care
- l. ☐ Reduced training for new employees
- m. ☐ Other (specify) _____
- n. ☐ Nothing
- o. ☐ Not applicable

What measures, if any, have you taken to tackle the problem of hard-to-fill vacancies? Please check all that apply.

- a. ☐ Offered higher pay
- b. ☐ Offered better benefits (health insurance, pension, holidays, time off)
- c. ☐ Offered signing bonuses
- d. ☐ Increased recruitment efforts (locally and different geographical areas)
- e. ☐ Increased Public Relations
- f. ☐ Increased training and development within workforce
- g. ☐ Changed work practices (flexible hours, work from home)
- h. ☐ Provided childcare support
- i. ☐ Highlighted problem to local providers (eg. TEC's, colleges, training bodies)
- j. ☐ Recruited people from other organizations
- k. ☐ Other (specify) _____
- l. ☐ Nothing
- m. ☐ Not applicable

Thank you for your cooperation in completing this survey. If there are any questions about your responses to this survey who should be contacted?

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Please return by: **April 25, 2005**

Name of Facility: _____
 Address of Facility: _____ City: _____
 County: _____ Zip: _____ Telephone No.: _____

Staffing

Report full-time and part-time staffing who are currently on the facility payroll and/or contracted.

Certified Home Health Agencies	Current Total Budgeted Positions as of Jan 31 st 2005		Current Budgeted Vacancies as of Jan 31 st 2005		Turn Over* For Fiscal Year 2004	
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Certified Nursing Assistant						
Licensed Practical Nurse						
R.N. (Associate Degree)						
R.N. (Bachelor's Degree)						
R.N. (Master's Degree)						

*Turnover Numbers: Is the number of employees who left your facility during the fiscal year 2004. It does not include the number of employees who were promoted or transferred within your facility.

How many hours a week determines a full time staff position? _____

In the last 12 months, have you had hard to fill vacancies at this site? **Hard-to-Fill Vacancies:** Recruitment difficulties experienced, due to a number of reasons e.g. lack of applicants, applicants lack the qualifications, competition, undesirable hours, etc.

- ☐ Yes (**Please check all occupations that apply (below) AND continue with the rest of the survey**)
☐ No (**Please precede to the contact information at the end of the survey to submit**)

- | | |
|--|---|
| <input type="checkbox"/> Certified Nursing Assistant | <input type="checkbox"/> R.N. (Bachelor's Degree) |
| <input type="checkbox"/> License Practical Nurse | <input type="checkbox"/> R.N. (Master's Degree) |
| <input type="checkbox"/> R.N. (Associate Degree) | <input type="checkbox"/> None of the above |

What are the causes of your hard-to-fill vacancies? Please check all that apply.

- a. ____ Applicants lack the qualifications we want
- b. ____ Lack of applicants
- c. ____ Company/Industry doesn't pay enough
- d. ____ Job entails shift work of undesirable hours
- e. ____ Too much competition from other employers
- f. ____ People with required skills don't want to relocate to this area
- g. ____ Lack of resources to carry out effective recruitment
- h. ____ Other (specify) _____
- i. ____ Nothing
- j. ____ Not applicable

OVER

What impact, if any, have hard-to-fill vacancies and employee turnover had on your institution? Please check all that apply.

- a. ☐ Reduced continuity of care
- b. ☐ Reduced staff to patient ratio
- c. ☐ Difficulty meeting safety or health standards
- d. ☐ Reduction in services because of increased costs or lack of staff
- e. ☐ Increased training costs
- f. ☐ Increased hiring or recruitment costs
- g. ☐ Inability to fulfill paperwork requirements
- h. ☐ Burnout of existing staff
- i. ☐ Inability to terminate undesirable or marginal staff
- j. ☐ Lower qualification of new employees
- k. ☐ Administrative staff working direct care
- l. ☐ Reduced training for new employees
- m. ☐ Other (specify) _____
- n. ☐ Nothing
- o. ☐ Not applicable

What measures, if any, have you taken to tackle the problem of hard-to-fill vacancies? Please check all that apply.

- a. ☐ Offered higher pay
- b. ☐ Offered better benefits (health insurance, pension, holidays, time off)
- c. ☐ Offered signing bonuses
- d. ☐ Increased recruitment efforts (locally and different geographical areas)
- e. ☐ Increased Public Relations
- f. ☐ Increased training and development within workforce
- g. ☐ Changed work practices (flexible hours, work from home)
- h. ☐ Provided childcare support
- i. ☐ Highlighted problem to local providers (eg.TEC's, colleges, training bodies)
- j. ☐ Recruited people from other organizations
- k. ☐ Other (specify) _____
- l. ☐ Nothing
- m. ☐ Not applicable

Thank you for you cooperation in completing this survey. If there are any questions about your responses to this survey who should be contacted?

		()
Name (please print)	Title	(Area Code) Telephone Number

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Name of Facility: _____
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Staffing

Report full-time and part-time staffing who are currently on the facility payroll and/or contracted.

Clinic	Current Total Budgeted Positions as of Jan 31 st 2005		Current Total Budgeted Vacancies as of Jan 31 st 2005		Turn Over* For Fiscal Year 2004	
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Certified Medical Assistant						
Certified Nurse Midwife						
Certified Nurse Practitioner						
Clinic Nurse Specialist						
Licensed Practical Nurse						
Medical Technician						
Occupational Therapist						
Physician						
Physician Assistant						
Physical Therapist						
R.N. (Associate Degree)						
R.N. (Diploma)						
R.N. (Bachelor's Degree)						
R.N. (Master's Degree)						
Radiological Technologist						

*Turnover Numbers: Is the number of employees who left your facility during the fiscal year 2004. It does not include the number of employees who were promoted or transferred within your facility.

How many hours a week determines a full time staff position? _____

In the last 12 months, have you had hard-to-fill vacancies at this site? **Hard-to-Fill Vacancies:** Recruitment difficulties experienced, due to a number of reasons e.g. lack of applicants, applicants lack the qualifications, competition, undesirable hours, etc.

- ☐ Yes (**Please check all occupations that apply (below) AND continue with the rest of the survey**)
☐ No (**Please precede to the contact information at the end of the survey to submit**)

- | | | |
|---|--|---|
| <input type="checkbox"/> Certified Medical Assistant | <input type="checkbox"/> Occupational Therapist | <input type="checkbox"/> R.N. (Bachelor's Degree) |
| <input type="checkbox"/> Certified Nurse Midwife | <input type="checkbox"/> Physical Therapist | <input type="checkbox"/> R.N. (Master's Degree) |
| <input type="checkbox"/> Certified Nurse Practitioner | <input type="checkbox"/> Physician | <input type="checkbox"/> Radiological Technician |
| <input type="checkbox"/> Clinic Nurse Specialist | <input type="checkbox"/> Physician Assistant | <input type="checkbox"/> None of the above |
| <input type="checkbox"/> Licensed Practical Nurse | <input type="checkbox"/> R.N. (Associate Degree) | |
| <input type="checkbox"/> Medical Technician | <input type="checkbox"/> R.N. (Diploma) | |

OVER

What are the causes of your hard-to-fill vacancies? Please check all that apply.

- a. ☐ Applicants lack the qualifications we want
- b. ☐ Lack of applicants
- c. ☐ Company/Industry doesn't pay enough
- d. ☐ Job entails shift work of undesirable hours
- e. ☐ Too much competition from other employers
- f. ☐ People with required skills don't want to relocate to this area
- g. ☐ Lack of resources to carry out effective recruitment
- h. ☐ Other (specify) _____
- i. ☐ Nothing
- j. ☐ Not applicable

What impact, if any, have hard-to fill vacancies and employee turnover had on your institution? Please check all that apply.

- a. ☐ Reduced continuity of care
- b. ☐ Reduced staff to patient ratio
- c. ☐ Difficulty meeting safety or health standards
- d. ☐ Reduction in services because of increased costs or lack of staff
- e. ☐ Increased training costs
- f. ☐ Increased hiring or recruitment costs
- g. ☐ Inability to fulfill paperwork requirements
- h. ☐ Burnout of existing staff
- i. ☐ Inability to terminate undesirable or marginal staff
- j. ☐ Lower qualification of new employees
- k. ☐ Administrative staff working direct care
- l. ☐ Reduced training for new employees
- m. ☐ Other (specify) _____
- n. ☐ Nothing
- o. ☐ Not applicable

What measures, if any, have you taken to tackle the problem of hard-to-fill vacancies? Please check all that apply.

- a. ☐ Offered higher pay
- b. ☐ Offered better benefits (health insurance, pension, holidays, time off)
- c. ☐ Offered signing bonuses
- d. ☐ Increased recruitment efforts (locally and different geographical areas)
- e. ☐ Increased Public Relations
- f. ☐ Increased training and development within workforce
- g. ☐ Changed work practices (flexible hours, work from home)
- h. ☐ Provided childcare support
- i. ☐ Highlighted problem to local providers (eg.TEC's, colleges, training bodies)
- j. ☐ Recruited people from other organizations
- k. ☐ Other (specify) _____
- l. ☐ Nothing
- m. ☐ Not applicable

Thank you for you cooperation in completing this survey. If there are any questions about your responses to this survey who should be contacted?

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(Area Code) Telephone Number

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Please return by: **April 25, 2005**

Name of Facility: _____
 Address of Facility: _____ City: _____
 County: _____ Zip: _____ Telephone No.: _____

Staffing

Report full-time and part-time staffing who are currently on the facility payroll and/or contracted.

Hospital	Current Total Budgeted Positions as of January 31 st , 2005		Current Total Budgeted Vacancies as of January 31 st , 2005		Turn Over* For Fiscal Year 2004	
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Accredited Record Technician						
Audiologist						
Certified Coding Specialist						
Certified Dietary Manager						
Certified Nurse Practitioner						
Chiropractor						
Clinic Nurse Specialist						
Dietitian						
Emergency Medical Technician						
Licensed Practical Nurse						
Medical Technician						
Nurse Anesthetists						
Nursing Assistant						
Occupational Therapist						
Occupational Therapists Assistant						
Operating Room Technician						
Paramedic						
Patient Care Technician						
Pharmacist						
Pharmacist Technician						
Physician						
Physician Assistant						
Physical Therapist						
Physical Therapist Assistant						
Podiatrist						
Psychologist						
Psychiatrist						
Radiological Technologist						
R.N. (Associate Degree)						
R.N. (Bachelor's Degree)						
R.N. (Master's Degree)						
R.N. (No Separation)						
Registered Record Administrator						
Respiratory Therapist						
Social Worker						
Speech Pathologist						
Surgical Technician						
Ultrasound Technician						

*Turnover Numbers: Is the number of employees who left your facility during the fiscal year 2004. It does not include the number of employees who were promoted or transferred within your facility.

How many hours a week determines a full time staff position? _____

OVER

In the last 12 months have you had hard-to-fill vacancies at this site? **Hard-to-Fill Vacancies:** Recruitment difficulties experienced, due to a number of reasons e.g. lack of applicants, applicants lack the qualifications, competition, undesirable hours, etc.

- ☐ Yes (**Please check all occupations that apply (below) AND continue with the rest of the survey**)
☐ No (**Please precede to the contact information at the end of the survey to submit**)

- | | | |
|---|---|---|
| <input type="checkbox"/> Accredited Record Technician | <input type="checkbox"/> Occupational Therapist | <input type="checkbox"/> Radiological Technologist |
| <input type="checkbox"/> Audiologist | <input type="checkbox"/> Assistant | <input type="checkbox"/> R.N. (Associate Degree) |
| <input type="checkbox"/> Certified Coding Specialist | <input type="checkbox"/> Operating Room Technician | <input type="checkbox"/> R.N. (Bachelor's Degree) |
| <input type="checkbox"/> Certified Dietary Manager | <input type="checkbox"/> Paramedics | <input type="checkbox"/> R.N. (Master's Degree) |
| <input type="checkbox"/> Certified Nurse Practitioner | <input type="checkbox"/> Patient Care Technician | <input type="checkbox"/> R.N. (No Separation) |
| <input type="checkbox"/> Chiropractor | <input type="checkbox"/> Pharmacist | <input type="checkbox"/> Registered Record Administrators |
| <input type="checkbox"/> Clinic Nurse Specialist | <input type="checkbox"/> Pharmacist Technician | <input type="checkbox"/> Respiratory Therapists |
| <input type="checkbox"/> Dietitian | <input type="checkbox"/> Physician | <input type="checkbox"/> Social Worker |
| <input type="checkbox"/> Emergency Medical Technician | <input type="checkbox"/> Physician Assistant | <input type="checkbox"/> Speech Pathologist |
| <input type="checkbox"/> Licensed Practical Nurse | <input type="checkbox"/> Physical Therapist | <input type="checkbox"/> Surgical Technician |
| <input type="checkbox"/> Medical Technician | <input type="checkbox"/> Physical Therapist Assistant | <input type="checkbox"/> Ultrasound Technician |
| <input type="checkbox"/> Nurse Anesthetist | <input type="checkbox"/> Podiatrist | <input type="checkbox"/> None of the above |
| <input type="checkbox"/> Nursing Assistant | <input type="checkbox"/> Psychologist | |
| <input type="checkbox"/> Occupational Therapist | <input type="checkbox"/> Psychiatrist | |

What are the causes of your hard-to-fill vacancies? Please check all that apply.

- ☐ Applicants lack the qualifications we want
- ☐ Lack of applicants
- ☐ Company/Industry doesn't pay enough
- ☐ Job entails shift work of undesirable hours
- ☐ Too much competition from other employers
- ☐ People with required skills don't want to relocate to this area
- ☐ Lack of resources to carry out effective recruitment
- ☐ Other (specify) _____
- ☐ Nothing
- ☐ Not applicable

What impact, if any, have hard-to fill vacancies and employee turnover had on your institution? Please check all that apply.

- ☐ Reduced continuity of care
- ☐ Reduced staff to patient ratio
- ☐ Difficulty meeting safety or health standards
- ☐ Reduction in services because of increased costs or lack of staff
- ☐ Increased training costs
- ☐ Increased hiring or recruitment costs
- ☐ Inability to fulfill paperwork requirements
- ☐ Burnout of existing staff
- ☐ Inability to terminate undesirable or marginal staff
- ☐ Lower qualification of new employees
- ☐ Administrative staff working direct care
- ☐ Reduced training for new employees
- ☐ Other (specify) _____
- ☐ Nothing
- ☐ Not applicable

What measures, if any, have you taken to tackle the problem of hard-to-fill vacancies? Please check all that apply.

- ☐ Offered higher pay
- ☐ Offered better benefits (health insurance, pension, holidays, time off)
- ☐ Offered signing bonuses
- ☐ Increased recruitment efforts (locally and different geographical areas)
- ☐ Increased Public Relations
- ☐ Increased training and development within workforce
- ☐ Changed work practices (flexible hours, work from home)
- ☐ Provided childcare support
- ☐ Highlighted problem to local providers (eg.TEC's, colleges, training bodies)
- ☐ Recruited people from other organizations
- ☐ Other (specify) _____
- ☐ Nothing
- ☐ Not applicable

Thank you for you cooperation in completing this survey. If there are any questions about your responses to this survey who should be contacted?

_____ () _____

Name (please print)

Title

(Area Code) Telephone Number

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Name of Facility: _____
 Address of Facility: _____ City: _____
 County: _____ Zip: _____ Telephone No.: _____

Staffing

Report full-time and part-time staffing who are currently on the facility payroll and/or contracted.

Inpatient Chemical Dependency Facilities	Current Total Budgeted Positions as of Jan 31 st 2005		Current Total Budgeted Vacancies as of Jan 31 st 2005		Turn Over* For Fiscal Year 2004	
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
CD Counselor						
Certified Nursing Assistant						
Dietitian						
Licensed Practical Nurse						
Nursing Assistant						
Physician						
Psychologist						
Psychiatrist						
R.N. (Associate Degree)						
R.N. (Bachelor's Degree)						
R.N. (Master's Degree)						
Social Worker						

*Turnover Numbers: Is the number of employees who left your facility during the fiscal year 2004. It does not include the number of employees who were promoted or transferred within your facility.

How many hours a week determines a full time staff position? _____

In the last 12 months, have you had hard to fill vacancies at this site? **Hard-to-Fill Vacancies:** Recruitment difficulties experienced, due to a number of reasons e.g. lack of applicants, applicants lack the qualifications, competition, undesirable hours, etc.

- ☐ Yes (**Please check all occupations that apply (below) AND continue with the rest of the survey**)
☐ No (**Please precede to the contact information at the end of the survey to submit**)

- | | | |
|--|---|---|
| <input type="checkbox"/> CD Counselor | <input type="checkbox"/> Physician | <input type="checkbox"/> R.N. (Master's Degree) |
| <input type="checkbox"/> Certified Nursing Assistant | <input type="checkbox"/> Psychologist | <input type="checkbox"/> Social Worker |
| <input type="checkbox"/> Dietitian | <input type="checkbox"/> Psychiatrist | <input type="checkbox"/> None of the above |
| <input type="checkbox"/> License Practical Nurse | <input type="checkbox"/> R.N. (Associate Degree) | |
| <input type="checkbox"/> Nursing Assistant | <input type="checkbox"/> R.N. (Bachelor's Degree) | |

OVER

What are the causes of your hard-to-fill vacancies? Please check all that apply.

- a. ☐ Applicants lack the qualifications we want
- b. ☐ Lack of applicants
- c. ☐ Company/Industry doesn't pay enough
- d. ☐ Job entails shift work of undesirable hours
- e. ☐ Too much competition from other employers
- f. ☐ People with required skills don't want to relocate to this area
- g. ☐ Lack of resources to carry out effective recruitment
- h. ☐ Other (specify) _____
- i. ☐ Nothing
- j. ☐ Not applicable

What impact, if any, have hard-to-fill vacancies and employee turnover had on your institution? Please check all that apply.

- a. ☐ Reduced continuity of care
- b. ☐ Reduced staff to patient ratio
- c. ☐ Difficulty meeting safety or health standards
- d. ☐ Reduction in services because of increased costs or lack of staff
- e. ☐ Increased training costs
- f. ☐ Increased hiring or recruitment costs
- g. ☐ Inability to fulfill paperwork requirements
- h. ☐ Burnout of existing staff
- i. ☐ Inability to terminate undesirable or marginal staff
- j. ☐ Lower qualification of new employees
- k. ☐ Administrative staff working direct care
- l. ☐ Reduced training for new employees
- m. ☐ Other (specify) _____
- n. ☐ Nothing
- o. ☐ Not applicable

What measures, if any, have you taken to tackle the problem of hard-to-fill vacancies? Please check all that apply.

- a. ☐ Offered higher pay
- b. ☐ Offered better benefits (health insurance, pension, holidays, time off)
- c. ☐ Offered signing bonuses
- d. ☐ Increased recruitment efforts (locally and different geographical areas)
- e. ☐ Increased Public Relations
- f. ☐ Increased training and development within workforce
- g. ☐ Changed work practices (flexible hours, work from home)
- h. ☐ Provided childcare support
- i. ☐ Highlighted problem to local providers (eg.TEC's, colleges, training bodies)
- j. ☐ Recruited people from other organizations
- k. ☐ Other (specify) _____
- l. ☐ Nothing
- m. ☐ Not applicable

Thank you for you cooperation in completing this survey. If there are any questions about your responses to this survey who should be contacted?

Name (please print) Title ()
(Area Code) Telephone Number

2005 South Dakota Health Care Professional Workforce Survey
State of South Dakota, Department of Health

Please return to:
South Dakota Department of Health
Office of Data, Statistics, & Vital Records
600 East Capitol Avenue
Pierre, South Dakota 57501
Phone: 605-773-3361 Fax: 605-773-5683

Please return by: **April 25, 2005**

Name of Facility: _____
 Address of Facility: _____ City: _____
 County: _____ Zip: _____ Telephone No.: _____

Staffing

Report full-time and part-time staffing who currently on the facility payroll and/or contracted.

Intermediate Care Facilities for the Mentally Retarded	Current Total Budgeted Positions as of Jan 31 st 2005		Current Total Budgeted Vacancies as of Jan 31 st 2005		Turn Over* For Fiscal Year 2004	
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Case Manager						
Certified Dietary Manager						
Certified Nurse Practitioner						
Certified Nursing Assistant						
Dietitian						
Licensed Practical Nurse						
Nursing Assistant						
Occupational Therapist						
Occupational Therapists Assistant						
Pharmacist						
Pharmacist Technician						
Physician						
Physician Assistant						
Physical Therapist						
Physical Therapist Assistant						
Psychologist						
Psychiatrist						
R.N. (Associate Degree)						
R.N. (Bachelor's Degree)						
R.N. (Master's Degree)						
Restorative Aides						
Social Worker						
Speech Pathologist						

*Turnover Numbers: Is the number of employees who left your facility during the fiscal year 2004.
 It does not include the number of employees who were promoted or transferred within your facility.

How many hours a week determines a full time staff position? _____

OVER

In the last 12 months, have you had hard-to-fill vacancies at this site? **Hard-to-Fill Vacancies:** Recruitment difficulties experienced, due to a number of reasons e.g. lack of applicants, applicants lack the qualifications, competition, undesirable hours, etc.

- ☐ Yes **(Please check all occupations that apply (below) AND continue with the rest of the survey)**
☐ No **(Please precede to the contact information at the end of the survey to submit)**

- | | | |
|---|---|---|
| <input type="checkbox"/> Case Manager | <input type="checkbox"/> Occupational Therapists | <input type="checkbox"/> Psychiatrist |
| <input type="checkbox"/> Certified Dietary Manager | <input type="checkbox"/> Assistant | <input type="checkbox"/> R.N. (Associate Degree) |
| <input type="checkbox"/> Certified Nurse Practitioner | <input type="checkbox"/> Pharmacist | <input type="checkbox"/> R.N. (Bachelor's Degree) |
| <input type="checkbox"/> Certified Nursing Assistant | <input type="checkbox"/> Pharmacist Technician | <input type="checkbox"/> R.N. (Master's Degree) |
| <input type="checkbox"/> Dietitian | <input type="checkbox"/> Physician | <input type="checkbox"/> Restorative Aides |
| <input type="checkbox"/> Licensed Practical Nurse | <input type="checkbox"/> Physician Assistant | <input type="checkbox"/> Social Worker |
| <input type="checkbox"/> Nursing Assistant | <input type="checkbox"/> Physical Therapist | <input type="checkbox"/> Speech Pathologist |
| <input type="checkbox"/> Occupational Therapist | <input type="checkbox"/> Physical Therapist Assistant | <input type="checkbox"/> None of the above |
| | <input type="checkbox"/> Psychologist | |

What are the causes of your hard-to-fill vacancies? Please check all that apply.

- ☐ Applicants lack the qualifications we want
- ☐ Lack of applicants
- ☐ Company/Industry doesn't pay enough
- ☐ Job entails shift work of undesirable hours
- ☐ Too much competition from other employers
- ☐ People with required skills don't want to relocate to this area
- ☐ Lack of resources to carry out effective recruitment
- ☐ Other (specify) _____
- ☐ Nothing
- ☐ Not applicable

What impact, if any, have hard-to fill vacancies and employee turnover had on your institution? Please check all that apply.

- ☐ Reduced continuity of care
- ☐ Reduced staff to patient ratio
- ☐ Difficulty meeting safety or health standards
- ☐ Reduction in services because of increased costs or lack of staff
- ☐ Increased training costs
- ☐ Increased hiring or recruitment costs
- ☐ Inability to fulfill paperwork requirements
- ☐ Burnout of existing staff
- ☐ Inability to terminate undesirable or marginal staff
- ☐ Lower qualification of new employees
- ☐ Administrative staff working direct care
- ☐ Reduced training for new employees
- ☐ Other (specify) _____
- ☐ Nothing
- ☐ Not applicable

What measures, if any, have you taken to tackle the problem of hard-to-fill vacancies? Please check all that apply.

- ☐ Offered higher pay
- ☐ Offered better benefits (health insurance, pension, holidays, time off)
- ☐ Offered signing bonuses
- ☐ Increased recruitment efforts (locally and different geographical areas)
- ☐ Increased Public Relations
- ☐ Increased training and development within workforce
- ☐ Changed work practices (flexible hours, work from home)
- ☐ Provided childcare support
- ☐ Highlighted problem to local providers (eg.TEC's, colleges, training bodies)
- ☐ Recruited people from other organizations
- ☐ Other (specify) _____
- ☐ Nothing
- ☐ Not applicable

Thank you for you cooperation in completing this survey. If there are any questions about your responses to this survey who should be contacted?

 Name (please print) Title (_____) Telephone Number
 (Area Code)

2005 South Dakota Health Care Professional Workforce Survey
State of South Dakota, Department of Health

Please return to:
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Office of Data, Statistics, & Vital Records
600 East Capitol Avenue
Pierre, South Dakota 57501
Phone: 605-773-3361 Fax: 605-773-5683

Please return by: **April 25, 2005**

Name of Facility: _____
 Address of Facility: _____ City: _____
 County: _____ Zip: _____ Telephone No.: _____

Staffing

Report full-time and part-time staffing who are currently on the facility payroll and/or contracted.

Nursing Facilities	Current Total Budgeted Positions as of Jan 31 st , 2005		Current Total Budgeted Vacancies as of Jan 31 st , 2005		Turn Over* For Fiscal Year 2004	
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Accredited Record Technician						
Certified Coding Specialist						
Certified Dietary Manager						
Certified Nurse Practitioner						
Certified Nursing Assistant						
Dietitian						
Health Unit Clerk						
Licensed Practical Nurse						
MDS Coordinator						
Occupational Therapist						
Occupational Therapist Assistant						
Physician						
Physical Therapist						
Physical Therapist Assistant						
R.N. (Associate Degree)						
R.N. (Bachelor's Degree)						
R.N. (Master's Degree)						
Restorative Aides						
Social Worker						
Speech Pathologist						

*Turnover Numbers: Is the number of employees who left your facility during the fiscal year 2004. It does not include the number of employees who were promoted or transferred within your facility.

How many hours a week determines a full time staff position? _____

In the last 12 months have you had hard to fill vacancies at this site? **Hard-to-Fill Vacancies:** Recruitment difficulties experienced, due to a number of reasons e.g. lack of applicants, applicants lack the qualifications, competition, undesirable hours, etc.

- ☐ Yes (**Please check all occupations that apply (below) AND continue with the rest of the survey**)
☐ No (**Please precede to the end of the survey, you are finished**)

- | | | |
|---|--|---|
| <input type="checkbox"/> Accredited Record Technician | <input type="checkbox"/> License Practical Nurse | <input type="checkbox"/> R.N. (Associate Degree) |
| <input type="checkbox"/> Certified Coding Specialist | <input type="checkbox"/> MDS Coordinator | <input type="checkbox"/> R.N. (Bachelor's Degree) |
| <input type="checkbox"/> Certified Dietary Manager | <input type="checkbox"/> Occupational Therapist | <input type="checkbox"/> R.N. (Master's Degree) |
| <input type="checkbox"/> Certified Nurse Practitioner | <input type="checkbox"/> Occupational Therapists Assistant | <input type="checkbox"/> Restorative Aides |
| <input type="checkbox"/> Certified Nursing Assistant | <input type="checkbox"/> Physician | <input type="checkbox"/> Social Worker |
| <input type="checkbox"/> Dietitian | <input type="checkbox"/> Physical Therapist | <input type="checkbox"/> Speech Pathologist |
| <input type="checkbox"/> Health Unit Clerk | <input type="checkbox"/> Physical Therapist Assistant | <input type="checkbox"/> None of the Above |

OVER

What are the causes of your hard-to-fill vacancies? Please check all that apply.

- a. ☐ Applicants lack the qualifications we want
- b. ☐ Lack of applicants
- c. ☐ Company/Industry doesn't pay enough
- d. ☐ Job entails shift work of undesirable hours
- e. ☐ Too much competition from other employers
- f. ☐ People with required skills don't want to relocate to this area
- g. ☐ Lack of resources to carry out effective recruitment
- h. ☐ Other (specify) _____
- i. ☐ Nothing
- j. ☐ Not applicable

What impact, if any, have hard-to-fill vacancies and employee turnover had on your institution? Please check all that apply.

- a. ☐ Reduced continuity of care
- b. ☐ Reduced staff to patient ratio
- c. ☐ Difficulty meeting safety or health standards
- d. ☐ Reduction in services because of increased costs or lack of staff
- e. ☐ Increased training costs
- f. ☐ Increased hiring or recruitment costs
- g. ☐ Inability to fulfill paperwork requirements
- h. ☐ Burnout of existing staff
- i. ☐ Inability to terminate undesirable or marginal staff
- j. ☐ Lower qualification of new employees
- k. ☐ Administrative staff working direct care
- l. ☐ Reduced training for new employees
- m. ☐ Other (specify) _____
- n. ☐ Nothing
- o. ☐ Not applicable

What measures, if any, have you taken to tackle the problem of hard-to-fill vacancies? Please check all that apply.

- a. ☐ Offered higher pay
- b. ☐ Offered better benefits (health insurance, pension, holidays, time off)
- c. ☐ Offered signing bonuses
- d. ☐ Increased recruitment efforts (locally and different geographical areas)
- e. ☐ Increased Public Relations
- f. ☐ Increased training and development within workforce
- g. ☐ Changed work practices (flexible hours, work from home)
- h. ☐ Provided childcare support
- i. ☐ Highlighted problem to local providers (eg.TEC's, colleges, training bodies)
- j. ☐ Recruited people from other organizations
- k. ☐ Other (specify) _____
- l. ☐ Nothing
- m. ☐ Not applicable

Thank you for you cooperation in completing this survey. If there are any questions about your responses to this survey who should be contacted?

Name (please print) Title ()
(Area Code) Telephone Number

2005 South Dakota Health Care Professional Workforce Survey
State of South Dakota, Department of Health

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South Dakota Department of Health
Office of Data, Statistics, & Vital Records
600 East Capitol Avenue
Pierre, South Dakota 57501
Phone: 605-773-3361 Fax: 605-773-5683

Please return by: **April 25, 2005**

Name of Facility: _____
 Address of Facility: _____ City: _____
 County: _____ Zip: _____ Telephone No.: _____

Staffing

Report full-time and part-time staffing who are currently on the facility payroll and/or contracted.

Rural Health Clinic	Current Total Budgeted Positions as of Jan 31 st 2005		Current Total Budgeted Vacancies as of Jan 31 st 2005		Turn Over* For Fiscal Year 2004	
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Certified Nurse Practitioner						
Licensed Practical Nurse						
Physician						
Physician Assistant						
R.N. (Associate Degree)						
R.N. (Bachelor's Degree)						
R.N. (Master's Degree)						

*Turnover Numbers: Is the number of employees who left your facility during the fiscal year 2004.
 It does not include the number of employees who were promoted or transferred within your facility.

How many hours a week determines a full time staff position? _____

In the last 12 months, have you had hard-to-fill vacancies at this site? **Hard-to-Fill Vacancies:** Recruitment difficulties experienced, due to a number of reasons e.g. lack of applicants, applicants lack the qualifications, competition, undesirable hours, etc.

- ☐ Yes (**Please check all occupations that apply (below) AND continue with the rest of the survey**)
☐ No (**Please precede to the contact information at the end of the survey to submit**)

- | | |
|---|---|
| <input type="checkbox"/> Certified Nurse Practitioner | <input type="checkbox"/> R.N. (Associate Degree) |
| <input type="checkbox"/> License Practical Nurse | <input type="checkbox"/> R.N. (Bachelor's Degree) |
| <input type="checkbox"/> Physician | <input type="checkbox"/> R.N. (Master's Degree) |
| <input type="checkbox"/> Physician Assistant | <input type="checkbox"/> None of the above |

OVER

What are the causes of your hard-to-fill vacancies? Please check all that apply.

- a. ☐ Applicants lack the qualifications we want
- b. ☐ Lack of applicants
- c. ☐ Company/Industry doesn't pay enough
- d. ☐ Job entails shift work of undesirable hours
- e. ☐ Too much competition from other employers
- f. ☐ People with required skills don't want to relocate to this area
- g. ☐ Lack of resources to carry out effective recruitment
- h. ☐ Other (specify) _____
- i. ☐ Nothing
- j. ☐ Not applicable

What impact, if any, have hard-to fill vacancies and employee turnover had on your institution? Please check all that apply.

- a. ☐ Reduced continuity of care
- b. ☐ Reduced staff to patient ratio
- c. ☐ Difficulty meeting safety or health standards
- d. ☐ Reduction in services because of increased costs or lack of staff
- e. ☐ Increased training costs
- f. ☐ Increased hiring or recruitment costs
- g. ☐ Inability to fulfill paperwork requirements
- h. ☐ Burnout of existing staff
- i. ☐ Inability to terminate undesirable or marginal staff
- j. ☐ Lower qualification of new employees
- k. ☐ Administrative staff working direct care
- l. ☐ Reduced training for new employees
- m. ☐ Other (specify) _____
- n. ☐ Nothing
- o. ☐ Not applicable

What measures, if any, have you taken to tackle the problem of hard-to-fill vacancies? Please check all that apply.

- a. ☐ Offered higher pay
- b. ☐ Offered better benefits (health insurance, pension, holidays, time off)
- c. ☐ Offered signing bonuses
- d. ☐ Increased recruitment efforts (locally and different geographical areas)
- e. ☐ Increased Public Relations
- f. ☐ Increased training and development within workforce
- g. ☐ Changed work practices (flexible hours, work from home)
- h. ☐ Provided childcare support
- i. ☐ Highlighted problem to local providers (eg.TEC's, colleges, training bodies)
- j. ☐ Recruited people from other organizations
- k. ☐ Other (specify) _____
- l. ☐ Nothing
- m. ☐ Not applicable

Thank you for you cooperation in completing this survey. If there are any questions about your responses to this survey who should be contacted?

Name (please print) Title ()
(Area Code) Telephone Number